

BSO Tutorial for Tax Year 2013



W-2c Online

Contains the following lessons:

- [Lesson 1: Create/Resume Forms W-2c Online](#)
- [Lesson 2: Download Submitted Reports](#)
- [Appendix: Other Pages](#)

LESSON 1: CREATE/RESUME FORMS W-2C ONLINE

Follow the instructions below to create up to fifty reports with twenty-five Forms W-2c in each report.

STEP 1: Select **Business & Government** tab on the “Social Security” home page, then select **Business Services** menu to go to the “Business Services” page. On the “Business Services” page, select **Log in or Use Business Services Online** button to go to the “Business Services Online” page at:

<http://www.socialsecurity.gov/bso/bsowelcome.htm>

Social Security
The Official Website of the U.S. Social Security Administration

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Home Business Services Online

Business Services Online

Welcome

The Business Services Online Suite of Services allows organizations, businesses, individuals, employers, attorneys, non-attorneys representing Social Security claimants, and third-parties to exchange information with Social Security securely over the internet. You must register and create your own password to access Business Services Online.

The Complete Phone Registration option is provided to individuals who began their Business Services Online registration by phone and need to create a password.

[Información para el Empleador en Español](#)

Business Services Online

Log In

Register

Complete Phone Registration

Business Services Online (BSO)

Hours of Operation
Monday - Friday: 5 AM - 1 AM ET
Saturday: 5 AM - 11 PM ET
Sunday: 8 AM - 11:30 PM ET

- + For Employers
- + For Attorneys & Appointed Representatives
- + Social Security Number Verification Services (SSNVS)
- + Consent Based Social Security Number Verification Service (CBSV)

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Related Websites
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[Benefits.gov](#)
[MyMoney.gov](#)
[Regulations.gov](#)
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Organizational Info
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Last reviewed or modified 02/19/2013


STEP 2: Select the **Log In** button on the “Business Services Online” page. The system displays the “Log In to Online Services” page.

STEP 3: Enter your User ID and Password.


STEP 4: Select the **I have read & agree to these terms** check box on the “Log In to Online Services” page.

Select the **Log In** button to display the BSO “[Main Menu](#)” page.

To return to the BSO “[Business Services Online](#)” page, select the **BSO Welcome** link at the top or bottom of the page.

<div> <div>Social Security Online</div> <div>www.socialsecurity.gov</div> </div> <div> <div>Business Services Online</div> <div>BSO Main Menu BSO Information Contact Us Keyboard Navigation</div> </div>	
<div> <div>MAC REQUEST</div> <div>Logout</div> </div> <div> <div>Manage Account</div> <ul style="list-style-type: none"> View / Edit Account Info Change Password Disable Account </div> <div> <div>Manage Services</div> <ul style="list-style-type: none"> View / Edit Services Request New Services View Pending Services Enter Activation Code(s) </div> <div> <div>Manage Employer Information</div> <ul style="list-style-type: none"> Add/Update Employer Information Remove Employer Information </div> <div> <div>Have a question? Call 1-800-772-6270 Monday through Friday, 7:00 a.m. to 7:00 p.m. Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.</div> </div>	<div> <div>  <div>Main Menu</div> <div>HELP</div> </div> </div> <div> <div>Welcome, MAC REQUEST</div> <div>Your password expires on May 05, 2099</div> </div> <div> <div>Report Wages To Social Security</div> <div>Submit, download and print W-2s and W-2cs</div> <div>View submission status, errors and error notices for wage reports submitted by or for your company</div> <div>Request an extension to resubmit a wage file</div> </div> <div> <div>Web Service</div> <div>With your Web Service User ID, wage information can be exchanged with SSA using a client application developed by your company. Your Web Service User ID and password will have to be included in the header of each SOAP request sent to the EWR Web Service. The system will keep your Web Service account active as long as it is confirmed that you remain an employee of your company under the EIN specified.</div> </div> <div> <div>The EWR Web Service includes operations to submit wage files (in an EFW2 format), resubmit corrected wage files and view the status of the wage files submitted via your Web Service User ID.</div> </div> <div> <div>Internet Representative Payee Accounting (IRPA)</div> <div>File a Form SSA-623, SSA-6230, or SSA-6234 Representative Payee Reports electronically</div> <div>Submit and print representative payee accounting forms,</div> <div>Download submitted forms for up to 30 days after submission</div> </div>

STEP 5: Select the **Report Wages To Social Security** link on the BSO “Main Menu” page. The system displays the “Wage Reporting Attestation” page.

<div> <div>Social Security Online</div> <div>www.socialsecurity.gov</div> </div> <div> <div>Business Services Online</div> <div>BSO Main Menu BSO Information Keyboard Navigation Logout</div> </div>	
<div> <div>  <div>Wage Reporting Attestation</div> </div> </div>	<div> <div>User Certification for Electronic Wage Reporting</div> <div> <p>I understand that the Social Security Administration (SSA) will validate the information I provide against the information in SSA's files. I certify that I am the individual authorized to conduct business under this User ID and have the authority to either attest to the accuracy of the data and/or transmit wage information and to receive employee wage information for the employer.</p> <p>By selecting the "I Accept" button, you certify that you have read, understand and agree to the user certification of Business Services Online.</p> <div> <div>I Accept</div> <div>I DO NOT Accept</div> </div> </div> </div> <div> <div>Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.</div> </div>

STEP 6: Select the **I Accept** button on the “Wage Reporting Attestation” page to go to the EWR home page.

To return to the BSO “[Main Menu](#)” page, select the **I DO NOT Accept** button.

Social Security Online Business Services Online
www.socialsecurity.gov | BSO Main Menu | BSO Information | Keyboard Navigation | Logout

Electronic Wage Reporting (EWR)

Reporting Wages to Social Security

Forms W-2/W-3 Online | Forms W-2c/W-3c Online | Upload Formatted Wage File

[Create/Resume Forms W-2/W-3 Online](#)

- Create (fill in the form), save, print and submit Forms W-2 and W-3 with up to 50 forms W-2 per W-3. There is no limit on the number of Forms W-3 an employer can submit, even if the multiple Forms W-3 are for the same Employer Identification Number (EIN).
- Up to 50 Forms W-3 can be saved at a time to be resumed/submitted at a later date. Each Form W-3 can have up to 50 Forms W-2 associated with it.
- A pre-submission PDF is provided to print the Forms W-2 for distribution to the employees and for the employer review.
- Read the [list of restrictions](#) to determine whether you can use Forms W-2/W-3 Online.

[Save \(or Print\) Submitted W-2 Report\(s\)/PDF to Your Computer](#)
A printable final PDF version of a wage report created and submitted using Forms W-2/W-3 Online can be saved to your computer. The final PDF(s) are available for download for only 30 days from the date of submission.

Submission Status

[View Submission Status](#)
Check report status, errors, and notice information for previously submitted wage reports (Forms W-2/W-3).

Employer Report Status

[View Employer Report Status](#)
Check wage report status or view errors for reports submitted for your company by a third party.

Resubmission Notice

If you received a Resubmission Notice, you may use the following link to request a one-time 15-day extension of the deadline:

[Request an Extension to File a Resubmission](#)

- You will need information from the Notice to request an extension.
- You cannot extend if (a) the file has previously been resubmitted or (b) today is more than 45 days from the date on the Resubmission Notice.

[E-mail a Wage Reporting Expert](#)
[Información en Español](#)

Online Tutorials & Training
[Wage Reporting Handbook](#)
[SSN Verification Handbook](#)
[Online Registration Handbook](#)
[Online Tutorial](#)
[FAQs - General Employer](#)

Other Useful Information
[Before You File](#)
[Checking SSNs](#)
[Uploading Formatted Files](#)
[For Other Electronic Filers](#)
[General Info about Wage Filing](#)
[IRS Information](#)
[Publication Resources](#)

[Employer Support Links](#)

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 7: On the EWR home page:

Go to the Forms W-2c/W-3c Online tab. Select the **Create/Resume Forms W-2c/W-3 Online** link. If there are no unsubmitted reports, the system displays the “[Before You Create Your Form\(s\) W-2c/W-3c](#)” page. If there are unsubmitted Forms W-2c/W-3c, the system displays the Forms W-2c/W-3c Online “[Unsubmitted Reports](#)” page.

You may have a maximum of fifty unsubmitted reports at one time. When you have reached the fifty “saved” report limit, you must first submit at least one of the unsubmitted reports in order to be able to start a new report. If there are forty-nine or fewer reports, you may continue without submitting the existing reports.

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Electronic Wage Reporting (EWR)

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Forms W-2c/W-3c Online

Unsubmitted Reports

You have 14 saved reports that you have not yet submitted.
To resume a previous report, select the "Edit" button next to the report.

Note: Unsubmitted reports are deleted if you do not resume working with them before the purge date.

Note: You can not submit reports marked in red after 04-15-2014 due to the status of limitation for report corrections. However, you may view and update them.

	Employer Name	EIN	# of Form(s) W-2c	Save Date ▲	Purge Date	Tax Year
Edit Delete	ASDF	942728481	0	05-09-2011	09-06-2011	2010
Edit Delete	NIRC	942728481	1	10-24-2011	02-21-2012	2009
Edit Delete	ASD	129970141	0	10-03-2012	01-31-2013	2012
Edit Delete	X	129970141	1	10-16-2012	02-13-2013	2012
Edit Delete	ASDF	129970141	0	10-16-2012	02-13-2013	2012
Edit Delete	ASDF	129970141	0	10-16-2012	02-13-2013	2012
Edit Delete	ASDF	129970141	0	03-13-2013	07-11-2013	2012
Edit Delete	KRISHNA PATEL	126002033	1	07-15-2013	11-12-2013	2013
Edit Delete	@ KRISHNA VAIDYA	526002033	0	07-16-2013	11-13-2013	2013
Edit Delete	KRISHNA VAIDYA	126002033	2	07-17-2013	11-14-2013	2013
Edit Delete	KRISHNA VAIDYA	942728481	3	07-17-2013	11-14-2013	2013
Edit Delete	CSC	129970141	1	07-26-2013	11-23-2013	2013
Edit Delete	A	129970141	0	08-02-2013	11-30-2013	2013
Edit Delete	S	129970141	1	09-05-2013	01-03-2014	2013

[Cancel](#)
[Start a New Report Correction](#)

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 8: On the Unsubmitted Reports page:

Select the **Start a New Report Correction** button. The system displays the “[Before You Create Your Form\(s\) W-2c/W-3c](#)” page.

Select the **Edit** link or the Employer Name link to go to the “[W-2c List for this Submission](#)” page.

Select the **Delete** link to delete an unsubmitted report. The “[Are you sure you want to delete the unsubmitted report?](#)” page will be displayed.

Select the **Cancel** button to return to the [EWR home](#) page.

You cannot submit reports marked in red after 4-15-2013 due to the status of limitation for report corrections. However, you may view and update them.

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Electronic Wage Reporting (EWR)
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Forms W-2c/W-3c Online

Before You Create Your Form(s) W-2c/W-3c

Please answer the following questions:

▶ For which tax year is this wage report being corrected?

▶ For whom are you filing?

▶ Have you received a Reconciliation Letter? ☐ Yes, I am creating this report because I received a letter saying the money amounts reported to the IRS(941) did not match the amounts reported to SSA(W-3).

Check for Exceptions

Does this wage report involve any of the following uncommon situations? [More Info](#)
If any of these apply to you, [contact us](#) for advice on filing your wage reports.

- Are you attempting to file Forms W-2?
- Are you filing for Self-Employed income that is not from a church or religious organization?
- Agent Indicator codes?
- Are you submitting [IRS](#) Third-party Sick Pay Recap Correction Forms W-2c and W-3c?

☐ Yes, one or more of these situations apply to this wage report.

Warning: Be sure to select the correct information. You will not be able to return to this page when you select "Continue".

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 9: On the Before You Create Your Form(s) W-2c/W-3c page:

Provide correct information related to tax year and company name. If none of the situations listed in the Check for Exceptions section apply, select the **Continue** button to go to the “[Employer Information for this Wage Report Correction](#)” page.

If any of the situations listed in the Check for Exception section apply, select the check box and the **Continue** button to go to the “[W-2c Online Restrictions](#)” page.

Select the **Cancel** button to return to the [EWR home](#) page.

Social Security Online **Electronic Wage Reporting (EWR)**

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Forms W-2c/W-3c Online

Steps: ① Employer Information ② Form(s) W-2c ③ W-2c List ④ W-3c Preview ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF

① Employer Information for this Wage Report Correction

Fields marked with an asterisk (*) MUST be completed.

Enter/Review Employer Information for this Wage Report Correction

Please note: If this information has changed - updating on this page only changes information for this current wage report. To officially correct IRS records you will need to contact the IRS or use the appropriate [IRS employer tax return form](#).

* Employer Name:

* EIN:

* Country: United States

Address Line 1:

Address Line 2:

* City:

* State Abbreviation (for U.S.)/Province:

* ZIP/Postal Code: ZIP Ext. (U.S. only):

Contact Person for this Submission

* Name:

* E-mail:

* Phone: Ext:

Fax:

Contact Person for this Employer

* Name:

* E-mail:

* Phone: Ext:

Fax:

Other Information

Please fill in the following if it applies to you (it is generally uncommon).

Establishment Number:

Employer's State ID Number:

Kind of Payer

Select the Kind of Payer that best describes your situation, review the contact information on file and make any necessary changes.

* Kind of Payer:

! Warning: Be sure to select the correct Kind of Payer. You will not be able to change your selection for this wage report at any time.

- ☐ 941 (Regular)
- ☐ Household Employer
- ☐ 943 (Agriculture)
- ☐ 944 (Regular)
- ☐ CT-1 (Railroad)
- ☐ Medicare Government Employer (For Government Employers only)

Kind of Employer

Select the Kind of Employer that best describes your situation.

* Kind of Employer:

- ☐ Federal Government
- ☐ Tax Exempt Employer (501c Non-Govt)
- ☐ State and Local Governmental Employer (State/Local Non-501c)
- ☐ State and Local Tax Exempt Employer (State/Local 501c)
- ☐ None Apply
- ☐ Third-party Sick Pay

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

Social Security Administration

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STEP 10: On the Employer Information for this Wage Report Correction page:

Enter or review Employer Information, Contact Person information, Other Information and select the Kind of Payer and the Kind of Employer, then select the **Continue** button to go to the “Enter W-2c Information” page.

Select the **Cancel** button to return to the [EWR home](#) page.

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Forms W-2c/W-3c Online

Steps: ① Employer Information ② **Form(s) W-2c** ③ W-2c List ④ W-3c Preview ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF

2 Enter W-2c Information
You are currently working on W-2c number: 1 of 25.

Fields marked with an asterisk (*) MUST be completed.

For official use only
OMB No. 1545-0008

a Employer's name, address, and ZIP code
SDF
CV, MD 21211

c Tax year/Form corrected
2013/ W-2

d * Employee's correct social security number
- - - - -

e Corrected SSN and/or name
(Check this box if you are correcting either the employee's name or Social Security Number.)
If the employee's name was entered on the W-2 (not left blank), enter it in Box g as it appeared on the W-2, even when submitting a correction for only the SSN.

f Employee's previously reported social security number
- - - - -

b Employer's federal EIN
12 - 9970141

g Employee's previously reported name
First: Middle: Last: Suffix:

h Employee's name
* First: Middle: Last: Suffix:

Note: Only complete money fields that are being corrected.

i Employee's address and ZIP code
Suite/Attn: Street/P.O. box: City: * Country: United States * State / Province: Zip Ext. (U.S. only):

Previously Reported	Correct Information	Previously Reported	Correct Information
1 Wages, tips, other compensation \$	1 Wages, tips, other compensation \$	2 Federal income tax withheld \$	2 Federal income tax withheld \$
3 Social security wages \$	3 Social security wages \$	4 Social security tax withheld \$	4 Social security tax withheld \$
5 Medicare wages and tips \$	5 Medicare wages and tips \$	6 Medicare tax withheld \$	6 Medicare tax withheld \$
7 Social security tips \$	7 Social security tips \$	8 Allocated tips \$	8 Allocated tips \$
9 Advance EIC payment \$	9 Advance EIC payment \$	10 Dependent care benefits \$	10 Dependent care benefits \$
11 Nonqualified plans: Section 457 distributions or contributions \$	11 Nonqualified plans: Section 457 distributions or contributions \$	12a Code: \$	12a Code: \$
Not section 457 distributions or contributions \$	Not section 457 distributions or contributions \$	12b Code: \$	12b Code: \$
13 Statutory employee Retirement plan Third-party sick pay <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	13 Statutory employee Retirement plan Third-party sick pay <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	12c Code: \$	12c Code: \$
14 Other Description (1): Amount (1): \$ Description (2): Amount (2): \$ Description (3): Amount (3): \$	14 Other Description (1): Amount (1): \$ Description (2): Amount (2): \$ Description (3): Amount (3): \$	12d Code: \$	12d Code: \$

State Correction Information

Previously Reported	Correct Information	Previously Reported	Correct Information
15 State (1) Employer's state ID number (1)	15 State (1) Employer's state ID number (1)	15 State (2) Employer's state ID number (2)	15 State (2) Employer's state ID number (2)
16 State wages, tips, etc. (1) \$	16 State wages, tips, etc. (1) \$	16 State wages, tips, etc. (2) \$	16 State wages, tips, etc. (2) \$
17 State income tax (1) \$	17 State income tax (1) \$	17 State income tax (2) \$	17 State income tax (2) \$

Locality Correction Information

Previously Reported	Correct Information	Previously Reported	Correct Information
18 Local wages, tips, etc. (1) \$	18 Local wages, tips, etc. (1) \$	18 Local wages, tips, etc. (2) \$	18 Local wages, tips, etc. (2) \$
19 Local income tax (1) \$	19 Local income tax (1) \$	19 Local income tax (2) \$	19 Local income tax (2) \$
20 Locality name (1)	20 Locality name (1)	20 Locality name (2)	20 Locality name (2)

Cancel Changes Delete this W-2c Save and Start Next W-2c >> Save and Go to W-2c List >>

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 11: On the Enter W-2c Information page:

Select the **Save and Start Next W-2c** button to save this W-2c information and create another W-2c. The system may display some alerts. If an alert is displayed, you may proceed by making corrections to the W-2c or by selecting the override checkbox.

Select the **Save and Go to W-2c List** button when you finish creating W-2c to go to the “W-2c List for this Submission” page.

*You can enter a maximum of twenty-five (25) W-2cs. The number of the current W-2c is displayed at the top of the “Enter W-2c Information” page. When entering your twenty-fifth W-2c, the system will no longer display the **Save and Start Next W-2c** button.*

Select the **Cancel Changes** button to discard changes made to this W-2c and go to the “W-2c List for this Submission” page.

Select the **Delete this W-2c** button: If the form has been saved previously, the system will display the “[Are you sure you want to delete this W-2c](#)” page; If the form has not been saved previously, the system will display the “W-2c List for this Submission” page.

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Forms W-2c/W-3c Online

Steps: ① Employer Information ② Form(s) W-2c ③ **W-2c List** ④ W-3c Preview ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF

③ W-2c List for this Submission (SDF)

To review or edit a W-2c, select the employee name. Once you are finished entering Form(s) W-2c, you can preview the W-3c.

This report was last modified on 09-11-2013. Form(s) W-2c Entered: 1

Order Entered	Name	SSN	
1.	F.S.D.	XXX-XX-1122	Delete

[Save and Quit](#)
[Edit Employer Information](#)
[Start a New W-2c >>](#)
[Continue to W-3c Preview >>](#)

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 12: On the W-2c List for this Submission page:

Select a name to view and edit the W-2c data.

Select the **Delete** link to delete the W-2c. When you select the delete link, “[Are you sure you want to delete this W-2c](#)” page will be displayed for your assistance.

Select the **Save and Quit** button to exit W-2c Online without submitting your wage report to the Social Security Administration (SSA). When you select this button, “[Are you sure you want to save and exit W-2c Online without submitting your annual wage report to SSA?](#)” page will be displayed for your assistance.

Select the **Edit Employer Information** button to go to the “[Employer Information for this Wage Report Correction](#)” page.

Select the **Start a New W-2c** button to go to the “[Enter W-2c Information](#)” page.

Select the **Continue to W-3c Preview** button to view “[W-3c Preview for this Submission](#)” page.

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Forms W-2c/W-3c Online

Steps: ① Employer Information ② Form(s) W-2c ③ W-2c List ④ **W-3c Preview** ⑤ Print & Review ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF

④ W-3c Preview for this Submission

Ensure that the information on your Form(s) W-2c for this employer [reconciles](#) with the total of Forms 941, 943, 944, or Schedule H that you filed with the Internal Revenue Service.

To edit this data, please [Return to W-2c List](#) and select the W-2c you need to edit.

a Tax year/Form corrected 2011/ W-2		For official use only OMB No. 1545-0008	
b Employer's name, address, and ZIP code WELL BAL, MD 23423		c Kind of payer 941 - Regular	Kind of employer Federal Government
d Number of forms W-2c 1	e Employer's federal EIN 53-0090868	f Establishment number	g Employer's state ID number
Boxes h, i and j are not applicable for W-2c Online.	h Employer's incorrect federal EIN Not applicable	i Incorrect establishment number Not applicable	j Incorrect state ID number Not applicable
Total of amounts previously reported as shown on enclosed Forms W-2c	Total of corrected amounts as shown on enclosed Forms W-2c	Total of amounts previously reported as shown on enclosed Forms W-2c	Total of corrected amounts as shown on enclosed Forms W-2c
1 Wages, tips, other compensation \$234.00	1 Wages, tips, other compensation \$2.00	2 Federal income tax withheld \$234.00	2 Federal income tax withheld \$2.00
3 Social security wages \$0.00	3 Social security wages \$0.00	4 Social security tax withheld \$0.00	4 Social security tax withheld \$0.00
5 Medicare wages and tips \$0.00	5 Medicare wages and tips \$0.00	6 Medicare tax withheld \$0.00	6 Medicare tax withheld \$0.00
7 Social security tips \$0.00	7 Social security tips \$0.00	8 Allocated tips \$0.00	8 Allocated tips \$0.00
9 Advance EIC payments \$0.00	9 Advance EIC payments \$0.00	10 Dependent care benefits \$0.00	10 Dependent care benefits \$0.00
11 Nonqualified plans \$0.00	11 Nonqualified plans \$0.00	12a Deferred compensation \$0.00	12a Deferred compensation \$0.00
14 Inc. Tax W/H by third-party sick pay payer \$ 0.00	14 Inc. Tax W/H by third-party sick pay payer \$ 0.00	12b HIRE exempt wages and tips \$0.00	12b HIRE exempt wages and tips \$0.00
16 State wages, tips, etc. \$ 0.00	16 State wages, tips, etc. \$ 0.00	17 State income tax \$ 0.00	17 State income tax \$ 0.00
18 Local wages, tips, etc. \$ 0.00	18 Local wages, tips, etc. \$ 0.00	19 Local income tax \$ 0.00	19 Local income tax \$ 0.00
Contact person DQTV TEST		Telephone number 4105556666	
E-mail address BRYAN.LYONS@SSA.GOV		Fax number	

[Save and Quit](#) [Return to W-2c List](#) [Continue >>](#)

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 13: On the W-3c Preview for this Submission page:

You may enter the state or local wages and taxes totals. This information will not be used by Social Security, nor will it be forwarded to any state or local entity.

Select the **Continue** button to go to the “[Print Unsubmitted Form\(s\) W-2c/W-3c for Review](#)” page.

Select the **Return to W-2c List** button to return to the “[W-2c List for this Submission](#)” page.

Select the **Save and Quit** button to exit W-2c Online without submitting your wage report to SSA. When you select this button, “[Are you sure you want to save and exit W-2c Online without submitting your annual wage report to SSA](#)” page will be displayed for your assistance.

Social Security Online Electronic Wage Reporting (EWR)
www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout

Forms W-2c/W-3c Online

Steps: ① Employer Information ② Form(s) W-2c ③ W-2c List ④ W-3c Preview ⑤ **Print & Review** ⑥ Sign & Submit ⑦ Submission Confirmation ⑧ Save PDF

5 Print Unsubmitted Form(s) W-2c/W-3c for Review

- Print the PDF file below to review your unsubmitted Form(s) W-2c and W-3c.
- Once you have reviewed your Form(s) W-2c and W-3c, give copies to your employees. Ask them to review the information before you submit the final Form(s) W-2c to Social Security. Please note that the PDF provided is for printing and record keeping purposes, to be provided to your employees.
- If you need to change any W-2c information, please select the “**Return to W-2c List**” button.
- When you believe the W-2c information is accurate, you can continue to the “**Sign & Submit**” step.
- Check with the IRS for online filing [deadlines](#).

Your Unsubmitted Copy

Your unsubmitted work has been saved for future use.

[Print Unsubmitted W2c/W3c 257160944.tmp](#)

[What's in this PDF?](#)

[Problems Printing Form\(s\) W-2c ?](#)

Save and Quit **<< Return to W-2c List** **Continue >>**

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 14: On the Print Unsubmitted Form(s) W-2c/W-3c for Review page:

Select the **Continue** button to go to the “[Sign and Submit](#)” page.

Select the **Return to W-2c List** button to return to the “[W-2c List for this Submission](#)” page.

Select the **Save and Quit** button to exit W-2c Online without submitting your wage report to SSA. When you select this button, “[Are you sure you want to save and exit W-2c Online without submitting your annual wage report to SSA](#)” page will be displayed for your assistance.

The screenshot shows the 'Sign and Submit' step of the EWR process. At the top, there's a red banner with 'Social Security Online' and 'Electronic Wage Reporting (EWR)'. Below it, a navigation bar includes links like 'www.socialsecurity.gov', 'EWR Home', 'E-mail a Wage Reporting Expert', 'Keyboard Navigation', and 'Logout'. The main heading is 'Forms W-2c/W-3c Online'. A progress bar shows steps 1 through 8, with step 6 'Sign & Submit' highlighted. The main content area contains a declaration box with text about perjury and accuracy, followed by a checkbox labeled 'I, DQTV TEST, read and agree with the above.' and a note about attesting to accuracy. At the bottom, there are three buttons: 'Save and Quit', '<< Previous', and 'Submit this Wage Report Correction >>'. A footnote states: '* Once you submit this wage report electronically, do not send any paper forms to SSA.' A footer line provides contact information: 'Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.'

STEP 15: On the Sign and Submit page:

Select the check box to attest to the accuracy of the report and select the **Submit This Wage Report Correction** button to submit your wage report correction. The system will display the [“Confirmation Receipt - Your File Was Received”](#) page with a pop-up window.

Select the **Save and Quit** button to exit W-2c Online without submitting your wage report correction to SSA. When you select this button, [“Are you sure you want to save and exit W-2c Online without submitting your annual wage report to SSA”](#) page will be displayed for your assistance.

Select the **Previous** button to return to the [“Print Unsubmitted Form\(s\) W-2c for Review”](#) page.

Social Security Online **Electronic Wage Reporting (EWR)**
 www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout

Forms W-2c/W-3c Online

Steps: ① Employer Information ② Form(s) W-2c ③ W-2c List ④ W-3c Preview ⑤ Print & Review ⑥ Sign & Submit ⑦ **Submission Confirmation** ⑧ Save PDF

⑦ Confirmation Receipt - Your File Was Received

Your wage report was submitted successfully. Thank you for using W-2c Online.

This Wage File Identifier (WFID) is your confirmation number: **BBJ569**

We encourage you to print this page for your records. Your receipt will no longer be available once you leave this page.

If you need to delete this submission, you may do so by using the Submission Status application when the submission shows a "RECEIVED" status.

! Do not mail us any paper Form(s) W-2c or W-3c.

Your Receipt

Employer: SDF	Employer EIN: 12-9970141
Tax year: 2013	Payer type: 941 - Regular
Received on: 09/11/2013 03:36 PM Eastern Time	Form type: W-2c

Received:	1 Form W-2c		
Total wages:	\$2.00	Federal income tax withheld:	\$0.00
Social security wages:	\$0.00	Social security tax withheld:	\$0.00
Medicare wages and tips:	\$0.00	Medicare tax withheld:	\$0.00

What You Should Do Next

1. Keep a printout of this page for 4-7 years as proof of your filing date.
2. **Print and distribute** the Form(s) W-2c to your employees if you have not already done so.

! Do not mail us any paper Form(s) W-2c or W-3c.

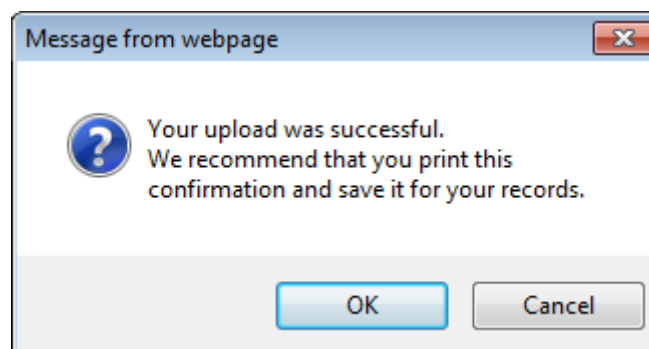
What to Expect

- You can check the status of your submission by selecting the View Submission Status link from the EWR homepage. It may take 4-6 weeks for your wage report correction to process.
- Please note: If your address or phone number has changed, remember to correct it in IRS records by using the IRS form 941. Contact the IRS for more information.

[Print this Page](#) [Go to Save Official PDF >>](#)

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 16: On the pop-up window:



Select the **OK** button to print the "[Confirmation Receipt - Your File Was Received](#)" page.

Select the **Cancel** button to close the pop-up window.

STEP 17: On the [Confirmation Receipt – Your File Was Received](#) page:

Select the **Print this Page** button to print the confirmation page.

Select the **Go to Save Official PDF** button to go to the “[Save PDF](#)” page.

Your wage file will be available for you to review under your BSO account until the date displayed on your “Save PDF” page.

The screenshot shows the 'Forms W-2c/W-3c Online' interface. At the top, there's a red banner with 'Social Security Online' and 'Electronic Wage Reporting (EWR)'. Below this is a navigation bar with links: 'www.socialsecurity.gov', 'EWR Home', 'E-mail a Wage Reporting Expert', 'Keyboard Navigation', and 'Logout'. The main heading is 'Forms W-2c/W-3c Online'. A progress bar shows steps 1 through 8, with step 8 'Save PDF' highlighted. The 'Save PDF' section contains instructions on saving the official PDF file to a hard drive, noting it will be available for 30 days. It includes a link to 'Save Your Official Copy' and a list of links: 'What's in this PDF?' and 'Problems Printing Form(s) W-2c?'. A warning icon and text state: 'Do not mail us any paper Form(s) W-2c or W-3c.' At the bottom, there are three buttons: 'EWR Home', 'View Unsubmitted Reports', and 'Start a New Report Correction'. A footer note provides contact information: 'Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.'

STEP 18: On the Save PDF page:

Right click the file name (<filename.pdf>) to view or save the submitted report.

Select the **Start a New Report Correction** button to return to the “[Before You Create Your Form\(s\) W-2c/W-3c](#)” page.

Select the **View Unsubmitted Reports** button to go to the “[Unsubmitted Reports](#)” page.

Select the **EWR Home** button to go to the [EWR home](#) page.

LESSON 2: DOWNLOAD SUBMITTED REPORTS

Follow the instructions below to download an Adobe file containing Forms W-2c and W-3c for a W-2c Online report submitted within the last 30 days.

Submitted wage report files are available for 30 days or until December 31, whichever comes first.

STEP 1: Select the **Save (or Print) Submitted W-2c Report(s)/PDF to Your Computer** link under the Forms W-2c/W-3c Online tab on [EWR home](#) page. The system displays the “Download Submitted Reports” page.

Electronic Wage Reporting (EWR)

www.socialsecurity.gov EWR Home | E-mail a Wage Reporting Expert | Keyboard Navigation | Logout

Forms W-2c/W-3c Online

Download Submitted Reports

To view, save or print reports submitted to SSA, please right click the report name and use the "Save Target As ..." option. The PDF provided is for printing and record keeping purposes, to be provided to your employees. [Problems Printing Form\(s\) W-2c?](#)
Please note: Files are only available for 30 days and will not be available after that time.

Reports Submitted: 21

WFID	Date Submitted
BBB442.pdf	07-13-2012
BBB646.pdf	07-27-2012
BBB699.pdf	07-31-2012
BBB960.pdf	08-13-2012
BBC046.pdf	08-16-2012
BBC707.pdf	09-18-2012
BBC773.pdf	10-03-2012
BBC774.pdf	10-03-2012
BBC979.pdf	10-16-2012
BBD189.pdf	10-22-2012
BBD190.pdf	10-22-2012
BBD286.pdf	10-24-2012
BBD288.pdf	10-24-2012
BBD289.pdf	10-24-2012
BBD291.pdf	10-24-2012
BBG558.pdf	07-17-2013
BBG559.pdf	07-17-2013
BBG560.pdf	07-17-2013
BBG562.pdf	07-17-2013
BBG852.pdf	07-26-2013
BBJ569.pdf	09-11-2013

[Quit](#) [Start a New Report Correction](#)

Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.

STEP 2: Right-click the WFID link on the “Download Submitted Reports” page to display a menu including the following options:

- Select **Save Target As** to download the file onto your computer.
- Select **Open in New Window** to view the file.

Adobe Acrobat Reader is required to view your downloaded wage file. If you do not have Adobe Acrobat Reader on your computer, you can download it at <http://www.adobe.com>.

Note: *If a submission has been deleted through the Submission Status application by the user, a message will be displayed to let the user know that the report is not downloadable.*

Select the **Quit** button to return to the [EWR home](#) page.

Select the **Start a New Report** button to proceed to the “[Before You Create Your Form\(s\) W-2c/W-3c](#)” page.

Appendix: Other Pages

1. Are You Sure You Want to Delete This W-2c Page

If a user selects **Delete This W-2c** button on the “[Enter W-2c Information](#)” page, or the **Delete** link on the “[W-2c List for this Submission](#)” page, the system shall display the “Are you sure you want to delete this W-2c” Page.

The screenshot shows the 'Forms W-2c/W-3c Online' page with a confirmation dialog. The dialog asks 'Are you sure you want to delete this W-2c?'. There are two options: 'Yes' and 'No'. The 'Yes' option is selected, and its description is 'Your selected W-2c will be deleted and you will be sent to the W-2c List for this Submission page.' The 'No' option is not selected, and its description is 'This will take you back to the W-2c List for this Submission page.' At the bottom, there is a footer with contact information: 'Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.'


2. W-2c Online Restrictions Page

Users can access “W-2c Online Restrictions” page by selecting the **Continue** button on the “[Before You Create Your Form\(s\) W-2c/W-3c](#)” page when the check box “Yes, one or more of these situations apply to this wage report” is selected.

The screenshot shows the 'Forms W-2c/W-3c Online' page with a section titled 'W-2c Online Restrictions'. The text states: 'According to the answers you provided on the Before You Start page you are not eligible to use W-2c Online to file this wage report because of the restrictions and limitations of the W-2c Online system.' Below this, it says: 'You may use the [File Upload application](#) if you have software that produces EFW2C formatted electronic files to file this wage report, you may use paper W-2c forms for filing this wage report or you may view a list of [vendors](#) who provide products and services which may enable you to file Forms W-2c electronically.' At the bottom, there is a button labeled 'EWR Home Page'. At the top right, there is a question mark icon. At the bottom, there is a footer with contact information: 'Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778.'


3. Are You Sure You Want to Save and Exit W-2c Online Without Submitting Your Annual Wage Report to SSA? Page

If a user selects the **Save and Quit** button on the “[W-2c List for this Submission \(ABC Limited\)](#)” page, “[W-3c Preview for this Submission](#)” page, “[Print Unsubmitted Form\(s\) W-2c/W-3c for Review](#)” page or on the “[Sign and Submit](#)” page, the system shall display the “Are you sure you want to save and exit W-2c Online without submitting your annual wage report to SSA?” page.

Social Security Online Electronic Wage Reporting (EWR) www.socialsecurity.gov EWR Home E-mail a Wage Reporting Expert Keyboard Navigation Logout							
 Forms W-2c/W-3c Online							
Are you sure you want to save and exit W-2c Online without submitting your annual wage report to SSA?							
<table border="1"> <tr> <th colspan="2">Options</th> </tr> <tr> <td>Yes</td> <td>Your employer information and Forms W-2c will be saved until 12-28-2011. You may return to finalize and submit your annual wage report anytime between now and 12-28-2011.</td> </tr> <tr> <td>No</td> <td>Continue working on this wage report.</td> </tr> </table>		Options		Yes	Your employer information and Forms W-2c will be saved until 12-28-2011. You may return to finalize and submit your annual wage report anytime between now and 12-28-2011.	No	Continue working on this wage report.
Options							
Yes	Your employer information and Forms W-2c will be saved until 12-28-2011. You may return to finalize and submit your annual wage report anytime between now and 12-28-2011.						
No	Continue working on this wage report.						
Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778 .							

4. Are You Sure You Want to Delete the Unsubmitted Report Page

If a user selects **Delete** button on the “[Unsubmitted Reports](#)” page, the system shall display the “Are you sure you want to delete the Unsubmitted Report” page.

Social Security Online Electronic Wage Reporting (EWR) www.socialsecurity.gov EWR Home E-mail a Wage Reporting Expert Keyboard Navigation Logout							
 Forms W-2c/W-3c Online							
Are you sure you want to delete the unsubmitted report?							
<table border="1"> <tr> <th colspan="2">Options</th> </tr> <tr> <td>Yes</td> <td>Your unsubmitted wage report will be deleted.</td> </tr> <tr> <td>No</td> <td>You will be sent back to the Unsubmitted Reports page.</td> </tr> </table>		Options		Yes	Your unsubmitted wage report will be deleted.	No	You will be sent back to the Unsubmitted Reports page.
Options							
Yes	Your unsubmitted wage report will be deleted.						
No	You will be sent back to the Unsubmitted Reports page.						
Have a question? Call 1-800-772-6270 Mon. - Fri. 7AM to 7PM Eastern Time to speak with Employer Customer Service personnel. For TDD/TTY call 1-800-325-0778 .							